

MINUTES

**HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE meeting
Tuesday 03rd APRIL 2018, 7.30 p.m.**

Councillors: Jo Angear; Mick Goodsell; Heather Kenward; Stephen Nash (from 20.30hrs); Ian Stewart

RFO – Simon Goacher – Attended and took the Minutes

Members of the Public - None

No	Agenda Item	Action
FIN.01.04.18	APOLOGIES FOR ABSENCE The Chair opened the meeting at 19.40hrs, welcoming Councillors present, reminding all present that, as always, the meeting was being recorded. Apologies had been received from Councillors Stephen Nash, and Mrs Clare Harrison (Clerk).	Attendances and apologies to be recorded
FIN.02.04.18	ELECTION OF F&GP CHAIRMAN The meeting elected the Chairman of the Parish Council, and in his absence, the Vice Chairman of the Parish Council to chair meetings of the Finance & General Purposes Committee for the interim period until May 2018. Proposed; Councillor Mrs Angear; Seconded; Councillor Mrs Kenward; All Members in Favour	RECOMMEND
FIN.03.04.18	DECLARATIONS OF MEMBERS' INTERESTS Councillor Mrs Angear – Herstmonceux Village Hall, Herstmonceux Bowls Club, Angears Builders. Councillor Goodsell – Various local contracts Councillor Stewart - Herstmonceux Village Hall	Declarations of Interest to be recorded
FIN.04.04.18	MEMBERS DISPENSATION REQUESTS There were no dispensation requests	Dispensation Requests to be recorded
FIN.05.04.18	PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS None	
FIN.06.04.18	PERSONNEL SUB-COMMITTEE REPORT No report	

FIN.07.04.18 CURRENT YEAR EXPENDITURE

1. Bank Charges: Notification had been received from Unity Trust Bank that, because the Parish Council's turnover had exceeded £100,000 but less than £2m, the account charges were to be £6 per month, plus 15p per Credit/Debit transaction. The meeting noted the increases accordingly.

RFO to increase provision for Account charges in future
2. The Old Surgery: Wealden District Council had written to inform the Parish Council that under the terms of the Lease, the amount of Ground Rental should have increased from £75 per annum to £150 per annum as from 01 November 2015. The RFO stated that there had been an underpayment of £181.25 which would be invoiced by Wealden from November 2015 to March 2018, and that arrangements for the payment of Ground rental would be made by Direct debit at the beginning of each financial year, in future. The meeting noted the underpayment and agreed to paying the full year's ground rent in April of each year.

The RFO to note the increase for future estimates and the revised payment arrangement
3. Clerks additional hours claim: The Clerk had submitted a claim for additional hours worked for the period 01 January to 31 March 2018, totaling 77.50 hours. The meeting noted that a lot of additional hours had been worked because of recent matters concerning a Councillor, and in general that hours included a wide range of activity, which the Personnel Sub-Committee needs to discuss with the Clerk. The meeting approves payment of the 77.50 additional hours.

RFO to advise Payroll Bureau to pay additional hours.
4. RFO additional hours, expenses, and contractual payments: The RFO had submitted a claim for additional hours worked for the period 01 October 2017 to 31 March 2018, totaling 80.25 hours. The meeting approves the payment of the 80.25 additional hours.

RFO to advise Payroll Bureau to pay additional hours.
5. An expense claim for postage both General and Allotment Administration for the whole of 2017-18, together with a contribution towards the cost of toner cartridges, totaling £386.18 had been submitted. The meeting approves payment of the expense claim as detailed.

RFO to arrange payment
6. Retirement Gratuity: Under the terms of the RFO's Contract of Employment, on retirement the Parish Council is to pay a Gratuity calculated in accordance with Inland revenue rules. The RFO had calculated the Gratuity due and had submitted this to the Parish Council's Internal Auditor for approval. The meeting noted that the Internal Auditor had agreed the calculation, that this was the amount already provided for in the Gratuity Reserve Fund, and the meeting approved the payment of £3,745.95 via the Council's payroll.

RFO to advise Payroll Bureau to pay Gratuity.
7. Webmaster and IT Support: The RFO reported that Mr J. Gallifant had submitted his quarterly account for support of the current website, and the account had included additional work in connection with Councillor business email addresses and future email systems

RFO to arrange payment

and cloud storage on Dropbox.

8. Defibrillator, Windmill Hill: The Clerk had advised MAS Systems, who are to fit the Defibrillator in the Red Telephone Kiosk at windmill Hill, of the electrical requirements as advised by BT Payphones.

All the above decisions Proposed: Councillor Stewart; Seconded; Councillor Mrs Angear; All Members in favour.

RECOMMEND

FIN.08.04.18 BANK SIGNATORIES

Due to the recent resignation of Mr Bradshaw, the Bank signatories for both Barclays and Unity Trust Bank accounts were in need for alteration.

The meeting decided that Mr Bradshaw should be taken off immediately, the current RFO should remain with an intention of being taken off as Administrator / Bank Signatory by the end of June 2018, after a suitable period of handover to the new RFO. That Councillor Nash be added as a signatory to the Barclay bank accounts.

Proposed; Councillor Stewart; Seconded Councillor Mrs Angear; All Members in favour

RFO and new RFO to action appropriately.

RECOMMEND

FIN.09.04.18 INSURANCE RENEWALS

The RFO reminded the meeting that the Parish Council's Insurance is due to expire on 31 May 2018. The meeting asked the RFO to seek appropriate quotations from Insurers ready for consideration at the next F&GP Committee scheduled for Tuesday 01st May 2018.

The meeting also suggested that the Parish Council's Yearly Schedule be reviewed and updated ready for the new RFO

RFO to obtain quotations

Clerk & RFO to review Yearly Schedule.

FIN.10.04.18 GENERAL DATA PROTECTION

No report, but would ask Clerk to provide verbal update report on any matters appertaining to Data Protection for Full Council

Clerk update report to FCL

FIN.11.04.18 FUTURE WEBSITE AND IT SUPPORT

No report. Meeting would ask Clerk to provide update report to FCL

Clerk update report to FCL

FIN.12.04.18 PUBLIC CONVENIENCES

1. Letter of Intent: Wealden District Council had written to the Parish Council giving it a Letter of Intent regarding its future plans and possible purchase of the building. The License provided for a short 2-year period which the letter of Intent provides an extension to this period if the Parish Council demonstrates progression of its plans.
2. Condition Survey: Wealden District Council had provided the parish Council with a copy of its Condition Survey, for the benefit of the Parish Council. The meeting discussed the report and Councillor Mrs Angear said that she had photographs showing the building's state of repair, which she would provide to go with Wealden Council's survey.
3. The meeting noted that it had not received the Schedule of Works

Councillor Mrs Angear to provide photographs

Clerk to enquire

from Mr Angear, and hoped that this would be available by the date of the next Full Council

Proposed; Councillor Stewart; Seconded; Councillor Mrs Kenward; All Members in Favour

RECOMMEND

FIN.13.04.18 STREET LIGHTING

No report. The Work Group for Street Lighting was temporary, due to the resignation of Mr Bradshaw, and now consisted of Councillor Lee and Stewart. The composition of the Work Group would be reviewed in May 2018 and brought up to its required strength of three Councillors.

FIN.14.04.18 VILLAGE HALL ACCESS ROAD – BOX JUNCTION MARKINGS

The RFO was uncertain if the latest suggestions for the provision of 'No Parking' and box junctions had been conveyed to Dr. Simmons, by the Clerk. The RFO stated that, if agreed by Dr. Simmons, a further quotation may well be forthcoming.

**Clerk update
report to FCL**

FIN.15.04.18 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES IN ENGLAND

The meeting noted that there had been an extensive update of the Governance & Accountability rules, with which the Parish Council must abide. The RFO stated that he had updated the rules by downloading the document but had not yet read the 60 odd pages.

**The new RFO to
note**

Councillor S. Nash joined the meeting at 20.30.

FIN.16.04.18 RECEIVED CORRESPONDENCE

1. Guidance on marking the death of the Sovereign or a Senior Member of the Royal Family: The meeting discussed the matter fully and decided that if it was in order to mark such an occasion with the production of a 'Condolence Book' for parishioners to record their tributes, that such an item would be funded from the Chair/Vice Chair's hospitality provisions within the estimates.
2. New Photocopier Update: The RFO reported that all lease and contract paperwork had been duly signed by the Clerk and returned to Principal. The scheduled date for installation of the new photocopier was Thursday 12 April 2018.

**The new RFO to
note**

FIN.17.04.18 RESPONSIBLE FINANCE OFFICER HANDOVER

Councillor Stewart informed the meeting that an agreement had been reached with the current RFO to:

1. Complete the Final Accounts for 2017-18 and Annual Return, attend the Final Internal Audit for 2017-18, have all documentation ready for authorisation at the June Full Council.
2. To answer any questions from the External Auditors, provided these are received by the Parish Council within the period of the agreement
3. To provide a suitable handover to the new RFO and provide any

training required.

4. To continue to provide any assistance and guidance to the new RFO in respect of the letting of Contracts for 2019-2022, and 2019-20 Estimate procedures, if required.
5. The agreement commenced on 01 April 2018 and will expire on 31 October 2018, with an early termination by either party on giving one month's notice.
6. The Agreement is completely separate from the RFO contract which ended on 31 March 2018, and will have no associated conditions of service attached, such as holiday pay, sickness etc.
7. Payment of an agreed rate of £20 per hour, supported by a timesheet, for the period of the agreement.
8. The Agreement letter was signed by Councillor Stewart, subject to ratification by Full Council

Proposed; Councillor Stewart; Seconded; Councillor Nash; All Members in Favour

RECOMMEND

FIN.18.04.18 ITEMS FOR NEXT AGENDA

1. Insurance Renewal Quotations
2. Flagpole – requirement, position, and installation
3. Public Conveniences
4. Village Hall Access Road
5. Street Lighting
6. Website & IT Support

FIN.19.04.18 CLOSE OF MEETING

The Chairman, Councillor Stewart, thanks members for attending the meeting and **closed the meeting at 21.08.**

Next Finance & General Purposes Committee Meeting:

Tuesday 01st May 2018; Herstmonceux Village Information Meeting Room, 7.30pm